SASKATCHEWAN ARCHIVES BOARD

ANNUAL REPORT

April 1, 2004 – March 31, 2005

Cover Photo Captions

Fig. 1. (Left). Public tour of the Saskatchewan Archives' Hillsdale Street facility.

Fig. 2. (Centre). Trevor Powell, Provincial Archivist, addressing members of the Saskatchewan Archives Board during a demonstration of the Saskatchewan Homestead Index Project.

Fig. 3. (Right). Saskatchewan Archives' public service staff registering a research client.

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Table of Contents

Letters of Transmittal 1

2004/2005 Highlights 2

A Brief History of the Saskatchewan Archives 2

Role of the Saskatchewan Archives 4

Vision, Mission and the Constitutive Values of the Saskatchewan Archives 4

Structure and Reporting Relationship 6

Organization 9

Renewal of the Saskatchewan Archives 10

Management of Government Information 11

Collection Development and Management 134

Preservation Management and Accommodation 17

Records Storage, Environment and Security 20

Archival Inventory, Arrangement, and Description 22

Descriptive Standards 24

Public Service and Outreach 25

Access, Privacy and Legislative Compliance 29

Information Technology 30

Saskatchewan History 31

Report of Management 33

Financial Statements 35

Additional Supplementary Information 44

Letters of Transmittal

The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2004 to March 31, 2005.

Respectfully submitted

The Honourable Joan Beatty
Minister Responsible for
the Saskatchewan Archives Board

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Madam:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2004 to March 31, 2005.

Respectfully submitted

Merrilee Rasmussen, Q.C.
Chair
Saskatchewan Archives Board

2004/2005 Highlights

Highlights of the 2004/2005 fiscal year for the Saskatchewan Archives included:

- The passing of new Archives legislation;
- The creation of five new Archivist positions and two new Archival Assistant positions;
- The launching of the official *Archival Description Manual*;
- The development and presentation of the *Saskatchewan Records Management Guidelines* and *Saskatchewan E-Mail Management Guidelines* to Deputy Ministers and Chief Executive Officers;
- The hosting of a second "Archives in Your Attic" Open House; and
- The completion of a conservation assessment study of the Saskatchewan Archives and its holdings.

A Brief History of the Saskatchewan Archives

The Saskatchewan Archives Board was established as a joint university-government agency under legislation passed in 1945. While *The Archives Act* was passed in that year, steps had been taken much earlier to care for the historical record. Through the work of societies and individuals, historical materials were collected, libraries were built up and historic sites were marked. While citizens were enthusiastically engaged in preserving records from private sources, successive governments were much slower to act in ensuring that the public record was preserved. The Legislative Library had been collecting historical documents since the province was established, but it acquired very few records of government. Without an official repository or archivist, inevitably many valuable public records were destroyed or lost.

It was largely due to the tireless efforts of Dr. Arthur Silver Morton of the University of Saskatchewan that the need for the Government of Saskatchewan to preserve its records was brought to the fore. With the support of the Canadian Historical Association, Morton pushed for the creation of a provincial archives under the control of an archivist. The University's generous offer to provide space, to appoint an archivist and cover operational costs met with a favourable response from a cash-strapped provincial government. In 1937, an Historical Public Record Office was established at the University with Morton assuming the title and responsibility of Keeper of the Public Record.

By the mid-1940s, a more formal and stable funding arrangement for the archives was required. Morton's call for legislation and public financial support met with approval from the newly-elected CCF government which was interested in establishing a public records policy for the province. As well as formalizing the spirit of co-operation between government and university, the new *Archives Act* created an arms-length board representative of the established parties already engaged in documenting Saskatchewan's archival heritage: university, government and Legislative Library.

Whereas the Historical Public Record Office's acquisitions had been limited to public records, the mandate of the new Archives of Saskatchewan was broadened to include all forms of records from both public and private sources. It allowed for a professional archivist to examine all public and private records and to appraise and select those records of historical value for preservation in the archives. It set up a system of accountability for information created and maintained by government which called for all public records to be scheduled and all records schedules to be approved by committees comprising of officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time and occasionally served as a model for other jurisdictions.

Besides its role in managing public records, the Saskatchewan Archives has been active in documenting all facets of provincial life. Most people or groups create a record of their activities, whether in the form of letters, e-mail, diaries, minutes, financial records, photographs, film and video, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. From the oral accounts of aboriginal elders to the written record kept by settlers to the varied yet precarious physical formats of the early 21st century office or home, all such records when gathered together provide an immediate and unique source of information on the thoughts, aspirations and work of Saskatchewan people. This wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archives collections in all of Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major provincial milestones such as the 50th, 60th and 75th anniversaries as well as the North-West Centennial, through the publication of provincial histories, the development of exhibitions, and the research and writing of local and family histories. The Archives has entered into arrangements with the University of Saskatchewan, several cities and other organizations to establish archives which in time have become independent and thriving members of the provincial archival community. Since 1948, the award-winning journal, *Saskatchewan History*, has provided a forum for the publication of articles and resources relating to the history of the province. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Metis people, the settlement era of the province and the multicultural nature of provincial society. More recently, the Saskatchewan Archives has been using digital technology to bring its holdings to a wider public through means of the Internet and its website.

With the passage of access to information and privacy legislation in the past decade, the Saskatchewan Archives has been asked to play a greater role in the management of information from public and private sources. Furthermore, the institution is playing a lead role in implementing the new government-wide privacy initiative.

The new Archives legislation, *An Act Respecting the Archives of Saskatchewan and Making Consequential Amendments to other Acts*, confirms the mandate of the Saskatchewan Archives and gives greater responsibility and authority to the institution in carrying out its central agency functions for government. As Saskatchewan enters a new century, it is appropriate that the Archives, meet the needs of modern government, and the people it serves.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfil its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the province's documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved; and
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethno cultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;
- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;

- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task; and
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services; and
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of a line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act, 2004 provides for a board to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;
- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institution and its records; and
- Representing the institution to government and the wider community.

As of November 10, 2004, the composition of the Board was as follows:

Ms. Merrilee Rasmussen, Q.C., Lawyer, Olive Waller Zinkham & Waller (Chair);

Dr. William Howard, University Librarian, University of Regina (Vice Chair);

Ms. Laura Hanowski, Certified Saskatchewan genealogy researcher and instructor;

Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina;

Dr. Catherine Littlejohn, Free-lance historian, researcher, writer and consultant;

Dr. Thomas Nesmith, Associate Professor, Masters Programme in Archival Studies, University of Manitoba;

Mr. Ken Ring, Law Clerk & Parliamentary Counsel, Legislative Assembly;

Dr. William Waiser, Professor of History, University of Saskatchewan; and

Mr. Ron Wight, Team Leader, HR Shared Services, Public Service Commission

Under the terms of the legislation, Ms. Merrilee Rasmussen was appointed to serve as Chair of the Board. Members of the Board elected Dr. William Howard as Vice Chair. Dr. William Howard, Mr. George Hoffman and Dr. Thomas Nesmith have been re-appointed to the Board for a two-year term. New members have been appointed for a three-year term.

The legislation states that representatives of the two universities and the public service shall be appointed to the Board. Accordingly, the University of Saskatchewan nominated Dr. William Waiser and the University of Regina nominated Dr. William Howard. Mr. Ron Wight and Mr. Ken Ring are the representatives of the public service. Mr. Trevor Powell, Provincial Archivist, is Secretary of the Board.

Being a corporate entity, the Board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through the Saskatchewan Property Management. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, out-of-scope payroll and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resource Department to the Human Resources Branch, Saskatchewan Finance. Effective January 1, 2003, Saskatchewan Finance undertook the provision of payroll services for in-scope staff.

Fig. 4. Board Members meeting staff

Fig. 5. Board Members touring Archives

Fig. 6. Board Members left to right: Bill Waiser, Ken Ring, Laura Hanowski, Merrilee Rasmussen, Bill Howard, Tom Nesmith and George Hoffman. Missing: Catherine Littlejohn and Ron Wight

Organization

Organizationally, the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist, Trevor Powell, in carrying out their duties and responsibilities.

Fig. 7. Trevor Powell, Provincial Archivist

Don Herperger, the Director, Government Records Branch, in addition to program responsibilities, handles the administrative functions of financial management.

D'Arcy Hande, the Director, Historical Records Branch, in addition to program responsibilities, is also responsible for the application of information technology and the implementation of descriptive standards across the institution.

Fig. 8. Don Herperger, Director, Government Records Branch

Fig. 9. D'Arcy Hande, Director, Historical Records Branch

Increasing Staffing Resources

To implement the new Archives legislation, the Privacy Framework initiative, the new e-mail policy and to reduce the extensive backlog of unprocessed records further, the Government of Saskatchewan in its 2004/2005 provincial budget, provided the Saskatchewan Archives with an additional $351,000.00 in funding.

The budget increase was used to create five new positions consisting of four Level 9 Archivists (information and records management), one Level 8 Archivist (records appraisal) and two Level 5 Archival Assistants (records processing). The term positions were filled by existing and new employees with a view to make the positions permanent at a later date.

Renewal of the Saskatchewan Archives

In the year under review, Saskatchewan received new Archives legislation on June 17, 2004. *An Act Respecting the Archives of Saskatchewan and making consequential amendments to other Acts*, or *The Archives Act, 2004* was passed by the Legislative Assembly and came into force upon receiving Royal Assent. The new Archives Act incorporates recommendations to:

- Update the legislative framework under which the Saskatchewan Archives has been operating without any major changes since the mid-1940s;
- Bring about the desired conformity between *The Archives Act* and *The Freedom of Information and Protection of Privacy Act*;
- Assist in implementing the Privacy Framework across government; and
- Bring Saskatchewan's outdated archival legislation in line with that of other Canadian jurisdictions.

These recommendations formed part of the Saskatchewan Archives strategic plan, which was based on the findings and recommendations of the archival consultants, Michael Swift & Associates. The strategic plan was put together by the Board, management and staff of the Saskatchewan Archives with input from stakeholders and users.

More specifically, the new Act does the following:

- Confirms the mandate of the Saskatchewan Archives as the custodian of all public and private records having provincial significance;
- Sets out general and specific powers of the Provincial Archivist;

- Establishes a process for the management and preservation of Cabinet, ministerial and Office of the Executive Council records;
- Strengthens and streamlines the process for reviewing and approving records retention and disposal schedules; and
- Places greater responsibility and authority on heads of government institutions to manage records under their control.

The changes in legislation will strengthen and expand the role of the Saskatchewan Archives in managing government information. They will also result in greater accountability, efficiency and over time lower administrative costs for the Government of Saskatchewan. They will improve public access to information and better protect personal information created and maintained by government.

As the year progressed, Regulations under the Act were drafted for consideration by the Legislative Instruments Committee of Cabinet.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and Crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs. The scheduling, appraisal and disposal process also is a key element in the government-wide privacy initiative launched in the Fall of 2003.

The unprecedented demand on the services provided by the Government Records Branch, which increased in 2003/2004, has continued throughout the 2004/2005 fiscal year. Changes to *The Archives Act*, passed in June 2004 solidified the role of the Saskatchewan Archives in the management of government records and clearly defined the records management responsibilities of government institutions. In order to better assist government institutions in meeting these responsibilities, the Branch developed the *Saskatchewan Records Management Guidelines*. The guidelines are intended to inform and guide the development of specific records management policies and procedures within each government institution.

These guidelines along with the companion document, *Saskatchewan E-mail Management Guidelines* were presented to the Deputy Ministers Forum in December 2004.

The changes introduced by *The Archives Act, 2004*, also led to a complete review of the Administrative Records Management System (ARMS). The revised manual will include a final disposition column and will introduce significant modifications to the process by which government institutions dispose of routine administrative records. The new manual will be submitted for authorization following the approval of the regulations to *The Archives Act, 2004* and the appointment of the newly constituted Public Records Committee. It is expected that the Records Management and E-mail Guidelines, which also reflect the new provisions of the Act, will be disseminated to government institutions in conjunction with the introduction of the revised ARMS manual.

In addition to the revisions necessitated by *The Archives Act, 2004*, ARMS required a number of modifications to accommodate Crown corporations. The revised manual, once approved, will be applicable to the administrative records of all Crown corporations, Government departments, boards and agencies.

Government Records Branch archivists consult with and advise government employees on a wide range of records management issues. In addition to the development of the Records Management and E-Mail Guidelines and the revision of ARMS, the Branch responded to a heavy demand for records management advice, and assistance with the development of Operational Records Schedules (ORS). They conducted more than 30 presentations and training sessions, responded to hundreds of requests for advice and attended in excess of 200 meetings with various government personnel. Currently, archivists are actively working with 50 branches and agencies on ORS development.

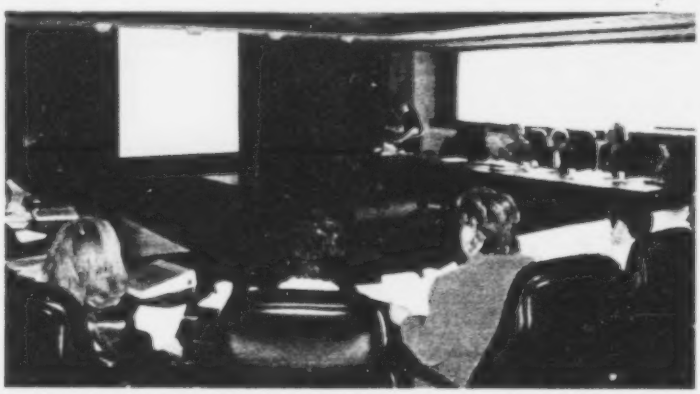

Fig. 10. Consultation Session with Crowns about changes to administrative records schedules

Other Branch activities during the 2004/2005 fiscal year included the ongoing review of records disposal requests to determine eligibility for destruction or transfer to the Saskatchewan Archives. In total, 643 disposal requests were reviewed; 2601 metres of records were authorized for disposal while a further 531 metres were held pending archival appraisal. From creation to disposal, the entire records scheduling and appraisal process ensures that records which have continuing value are retained and that records that no longer possess administrative, legal or fiscal value are destroyed. This process resulted in substantial savings in storage costs while at the same time maintaining accountability for information.

Approval of an additional position in the archival appraisal unit, which has been understaffed due to vacancy management for a number of years, allowed for a small reduction in the backlog of appraisals. 605 metres of records were appraised in the 2004/2005 fiscal year, an increase of 228 metres from the previous fiscal year. Nevertheless, the appraisal backlog remains significant with more than 1546 metres awaiting appraisal. As well, of the records that have been appraised and selected for retention, only a small portion has been transferred due to a lack of storage space at the Archives. Insufficient storage space has been a problem for a number of years, and there is now more than 1000 metres of archival records currently being stored at various storage facilities and in government office storage space throughout the province. Retaining records, often containing personal information, in departments and agencies works against the government-wide privacy initiative which calls for scheduled records to be transferred to the Saskatchewan Archives, or destroyed, once they have been appraised by Archives staff.

Collection Development and Management

Acquisitions

Although descriptive standards and records management initiatives had a continuing impact on program priorities, the overall quantity of records acquired from public and private sources saw a dramatic increase from the previous year. This growth is largely due to more government institutions implementing records schedules and to private donors turning over records.

As well, the Centennial celebrations generated a greater public interest in preserving Saskatchewan's documentary heritage. During 2005, the Saskatchewan Archives is issuing an attractive certificate of appreciation to all donors of archival material. This initiative, along with the Archives Open House, has prompted a large number of individuals and organizations to donate records to the Archives.

Fig. 11. Donor Appreciation Centennial Certificate

Private Records Acquisitions

Type of Acquisition	Regina		Saskatoon		TOTAL	
	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05
Provincial Cabinet Ministers, MLAs and federal MPs	35.0 m	9.4 m	0.3 m	nil	35.3 m	9.4 m
Records from Private donors	11.8 m	80.1 m	25.6 m	40.2 m	37.4 m	120.3 m
Printed materials and Miscellaneous items	0.9 m	1.0m	0.9 m	0.6 m	1.8 m	1.6 m
Total textual records in linear metres	**47.7 m**	**90.5 m**	**26.8 m**	**40.8 m**	**74.5 m**	**131.3 m**
Maps and architectural drawings (items)	324	8,557	42	2	366	8,559
Photographs and graphic materials (items)	1,269	56,069	1,000,433	804	1,001,702	56,873
Sound & moving images (hours of play)	672 h	1,000 h	1 h	104 h	673 h	1,104 h
Microfilm (reels)*	144	164	11	12	155	176

* Most microfilmed newspaper acquisitions are co-ordinated through Regina and then deposited in one of the two offices.

Examples of some of the more noteworthy acquisitions in 2004/2005 were:

- Brett Fairbairn fonds, 1989-2004. Records relate to Dr. Fairbairn's study of and publications related to the history of co-operatives, rural development, community development, etc.; to the history of the Centre for the Study of Co-operatives; to his career as an academic in Saskatchewan; and to internal affairs and planning processes of the University of Saskatchewan. There is a small amount of material in the fonds which is in the German language.

- William Kanigan fonds, 1963-1980. The 66 audio tapes contain predominantly Doukhobor singing, mostly recorded between 1963 and 1980. The recordings were made by William Kanigan of Kylemore and Saskatoon, with friends in private homes, at prayer homes, at funerals, at weddings, at parties, at special events such as festivals, and include performances by Doukhobor elders and choirs from Saskatchewan and British Columbia.

- W. Richard Merryweather fonds, 1940-1989. Photographic slides and slide programs created by W. Richard (Dick) Merryweather during the course of his career with the Saskatchewan Department of Agriculture and after his retirement when operating a private venture called Merry Visuals.

- Joseph Pettick fonds,1954-1996. Records and architectural drawings of Joseph Pettick, a Regina architect, who began practicing architecture in the city in the 1950s. Some of the more significant projects in the collection include: the Saskatchewan Power Building, the SGI building, renovations to the Hotel Saskatchewan, Regina City Hall, the Regina YWCA building, and the Bank of Montreal building.

Figs. 12 - 14. Archives' staff moving newly acquired records of architect Joseph Pettick.

- Saskatchewan Music Festival Association fonds, 1909-1998. Records of the Saskatchewan Musical Association (later the Saskatchewan Music Festival Association) whose mandate is to promote music as an art and to unite all musical societies in the province into one organization for the purpose of holding annual festivals.

Public Records Acquisitions

Year	Accessioned	Awaiting Transfer (already appraised)	Total
2002-2003	42.93 m	84.80 m	127.73 m
2003-2004	65.22 m	171.84 m	237.06 m
2004-2005	613.00 m	99.20 m	712.20 m

Note: The above statistics reflect only the activity of the noted year. There are a total of 1026.34 metres of records stored in various government offices and at the Saskatchewan Property Management Records Centre that have been appraised and are awaiting transfer to the Archives once space becomes available.

Examples of some of the more noteworthy acquisitions in 2004/2005 include:

- Department of Industry and Resources, Tourism Branch, 1983-1992. The records consist of information relating to the development of and funding for various tourism destinations, and the development of assorted tourism initiatives.
- Department of Labour, Deputy Minister, 1964-1997. This accession consists of information relating to the evolution of labour issues in Saskatchewan during the latter half of the 20th century. Records deal with a variety of important social issues, including: assistance for the disabled, employment equity, smoking in the workplace, and opportunities for women, visible minorities and aboriginal people in the work force.
- Department of Culture, Youth and Recreation, Sport and Recreation Branch, 1973-1993. The records relate to the development of sport, recreation and fitness programs throughout Saskatchewan during the late 20th century.
- Saskatchewan Housing Corporation, Legal Services Branch, 1980-89. These records relate to the development of social housing programs in Saskatchewan during the 1980s.
- Department of Highways and Transportation, Planning and Co-ordination Branch, 1920-1985. The records consist of information relating to the Ferry Branch and include original plans, charts and blueprints as well as annual reports, budget material and ferry traffic statistics.

- Department of Justice, Policing Branch, 1913-1986. The records consist of information relating to the licensing and operation of Private Detectives and Private Detective agencies in Saskatchewan.

- Department of Justice, Law Enforcement – Coroners, 1980-1997. These records relate to the activities of the Saskatchewan Coroner, including presentations, conference material, meeting minutes and participation in federal commissions.

- Department of Justice, Farm Land Security Board, 1990-1994. The records include surveys, briefing information, branch reorganization, liaison with other government agencies and statistical information.

- Post-Secondary Education and Skills Training, Northern Education Services Branch, 1972-1994. The records consist of Director Correspondence, meeting minutes, program and contractual information pertaining to Native and Northern Education programs, Northern Community Learning Centers, and Northern Saskatchewan housing issues and school renovations.

- Northern Lakes School Division No. 64, 1910-1945. This accession consists of Cash/Expenditure books from the Northern Lakes School Division itself and the various School Districts under its jurisdiction.

- Agriculture and Food, Agriculture Research Branch, 1988-1996. These records consist of approved Grants from the Agriculture Development Fund (ADF) detailing various agricultural projects and initiatives.

- Agricultural Credit Corporation of Saskatchewan, CAFF and Farm Start, 1987-1992. This accession consists of records from the Counseling and Assistance for Farmers (CAFF) Program and Farm Start Program.

Preservation Management and Accommodation

Efforts continued during the year to improve the Saskatchewan Archives' records storage facilities and ensure the long-term preservation and security of the archival collection. This process included ongoing endeavours to upgrade the records storage areas in both Regina and Saskatoon in keeping with the strategic plan. It also encompassed a variety of preservation management and conservation activities. These were directed at reformatting or rehousing particular archival collections, implementation of the disaster response plan for the four Regina office and records storage locations and the undertaking of other measures to ensure the continued safety and security of the archival holdings.

Preserving Archival Records

During 2004/2005, the Saskatchewan Archives' program staff and management engaged in a variety of activities to ensure the continued preservation and security of the archival holdings. These activities included:

- Updating and implementing the *Disaster Response Manual* and plan for the four Regina locations;
- Reformatting of selected records onto microfilm;
- Encapsulating a variety of maps, plans, architectural drawings and other fragile reference materials;
- Utilizing datalogger devices to measure temperature and humidity levels in the collection storage areas in Regina and Saskatoon;
- Removing archival collections from the threat of water damage in Saskatoon by transferring them to safe storage in Regina;
- Conducting preservation and conservation activities as part of the records processing function; and
- Receiving and assessing the final report from a Canadian Council of Archives-funded conservation evaluation of the Saskatchewan Archives' collection and facilities by contract conservator, Cynthia Ball.

Some of the more salient of these activities are described below.

Disaster Response Manual and Plan

The *Disaster Response Manual* for the four Regina locations of the Saskatchewan Archives which had been completed in October 2003 was updated as necessary and fully implemented by the distribution of disaster response supply kits to each of the Regina locations in March of 2005.

Conservation Assessment Study

In 2003/2004, the Saskatchewan Archives received external funding support for a conservation assessment of its collections and facilities. This funding, provided by the Canadian Council of Archives (CCA) and administered by the Saskatchewan Council of Archives and Archivists (SCAA), permitted Cynthia Ball, an Alberta-based archival conservator, to complete a conservation assessment overview of the Archives and its records holdings in both Regina and Saskatoon.

Cynthia Ball's 148 page final report entitled "Global Preservation Assessment of the Saskatchewan Archives Board", was received in early December 2004 and distributed to Archives' management and appropriate staff on December 15th for review and comment. This report was based on onsite assessments carried out at the various Saskatchewan Archives locations in Regina and Saskatoon in January and February 2004. It contains a wide variety of useful information and insights into the current conservation and preservation management status of the facilities, collections and records handling and maintenance practices of the Saskatchewan Archives. It is anticipated that this Report will assist the Archives in identifying and prioritizing a range of remedial and developmental archival conservation and preservation management initiatives.

Inclusion of Preservation Management in Records Processing

Although no major initiatives were undertaken by staff arranging and describing archival records, work continued on the reformatting, archival storage and re-housing of records as part of regular duties. In July, with the establishment of a small records processing unit a number of projects resumed activity resulting in acid-free file folders, photo sleeves, plastic film cans being put to use as well as rolled drawings storage and the re-boxing of archival records. As records were processed, an examination of the physical condition of all of the material in each collection was undertaken and physical condition/conservation notes captured the assessment of these records in each records description. Records with specialized storage or preservation needs were reformatted for research use.

Records Transfer for Preservation Purposes

In April 2004, Saskatoon staff developed a strategy for removing a volume of archival records from a portion of the records storage area because of the continuing long-term threat of water damage from an adjacent University of Saskatchewan facility in the Murray Building. The Chief Archivist in the Saskatoon Office, Nadine Charabin, determined and recommended that this area no longer be used for records storage, that some records be relocated within Saskatoon's limited available space, and that other materials be transferred to Regina. This recommendation was endorsed by the Preservation Management Committee and supported by the Provincial Archivist who asked that decisions regarding which records should be moved be made in consideration of other major institutional priorities.

These determinations were made and in June 2004, most of the Department of Agriculture, Lands Branch (Ag. 11) records were packed and moved to the Maxwell Crescent site in Regina. Other records were relocated within the facility by archives' staff with the assistance of University of Saskatchewan Facilities Management workers. Saskatoon Office staff worked before and after the major move to clean out the disaster area, relocate records to new storage locations, label boxes for the major and complete other related tasks. By the end of June, all records had been removed from the disaster area.

Preserving Records on Microfilm

With the cooperation of the Saskatchewan Weekly Newspapers Association, the Saskatchewan Legislative Library, and many newspaper publishers the Saskatchewan Archives microfilms most of the weekly newspapers published in the province. Reformatting the originals to microfilm is first and foremost a conservation measure. It also makes the information contained in the newspapers more accessible for research purposes.

Library and Archives Canada continued to purchase duplicates of almost all microfilmed newspapers produced by the Saskatchewan Archives. Several local libraries also purchased microfilm copies of newspapers from the Archives. The revenue from these sales helps to offset the costs of the microfilm program.

During 2004/2005, the microfilm unit produced a total of 127 reels of microfilm for acquisition purposes, consisting of 95 reels of newspapers and 12 reels of government records. A further 21 reels, largely of newspapers and government records, were produced or duplicated for in-house conservation, including homestead fiats for patent, 1910 – 1912, which were reformatted onto microfilm as a conservation measure. Another 49 reels of microfilm of newspapers were purchased or acquired for the archival collection.

Records Storage, Environment and Security

In its strategic plan, the Board endorsed a number of general accommodation objectives for the Saskatchewan Archives. They are as follows:

- To obtain sufficient space for the Saskatchewan Archives' collections and operations for present and future growth;
- To obtain accommodations which will provide safe and secure storage for collections, including the provision of appropriate environmental conditions and controls;
- To obtain accommodation which will provide the Saskatchewan Archives with improved visibility and which will allow the public access to the holdings of the Archives; and
- To obtain accommodation which will improve the efficiency and effectiveness of operations, including consolidation of staff to the minimum number of locations possible.

Using these objectives as a guide, management continued to explore options for addressing present and future accommodation needs.

Urgent Need for More Archival Quality Records Storage Space

Over the past fiscal year, the Saskatchewan Archives has experienced and will continue to experience a dramatic increase in the volume of archival records coming through its doors. This increase is largely attributed to:

- More government institutions implementing records retention and disposal schedules to dispose of or transfer archival records to the Archives; and
- Considerable interest by individuals and organizations to preserve their documentary heritage.

The impact of the new Archives legislation and the government-wide Privacy Framework will cause more records to be transferred to the Archives. The Saskatchewan Archives must be prepared to handle this influx of archival records which hitherto had lain dormant in offices and storage areas around government.

Regina

In its strategic plan, the Saskatchewan Archives had called for the creation of a secondary archival facility in Regina which would provide much more suitable space for records processing in close proximity to an environmentally-controlled storage area and supporting technical services. The facility would be located on less costly property that would accommodate current needs and allow for future growth of archival holdings and staff.

Having commissioned a preliminary feasibility study of the Henderson and Maxwell locations, it was determined that Henderson offered the greatest potential for Archives program development, as well as, meeting current and future storage needs. A proposal for an "archival preservation centre" at Henderson is being explored by Archives' management and staff.

Saskatoon

In addition to providing an interim solution to the accessibility problem in Saskatoon, management and staff have been working with University officials to solve a water leak problem in the stack area of the Murray Building. Such was the extent and frequency of the leaks that to prevent severe damage to the permanent collection, records were transferred to Regina while a solution is worked out with the University.

Ongoing problems relating to accessibility and environment point to the need for a longer term solution in Saskatoon. Centennials of the Province, City of Saskatoon and the University of Saskatchewan over the next three years offers a perfect opportunity for the Saskatchewan Archives to renew its commitment to the stakeholders and citizens of Saskatoon by improving its presence and services there.

Improved Accessibility in Saskatoon Office

As a result of a Human Rights complaint over accessibility for disabled persons in the Saskatoon office, the University of Saskatchewan and Saskatchewan Archives officials agreed to proposed changes to the entranceway, washrooms and the microfilm reading room. Both parties will share the costs of the renovations which will be under an agreement signed in March 2005 and undertaken in the new fiscal year.

Upgrade of Environmental Control Systems and Fire Protection Required at Hillsdale Site

With problems over fire protection and an aging environmental control system at Hillsdale Street continuing to mount, the Saskatchewan Archives commissioned a Saskatchewan Property Management-directed mechanical engineering firm to assess and make recommendations. The consultant reported that the system is nearing the end of its useful life and needs to be replaced with new higher quality components. A budget proposal to upgrade the mechanical fire protection, and security system at Hillsdale was prepared for submission to Treasury Board.

Archival Inventory, Arrangement and Description

As a result of an increase in provincial funding, two Archival Assistant positions were added to the records processing function during 2004/2005. As well, an Archivist and Archival Assistant position were transferred from the Government Records Branch to form the nucleus of a dedicated Records Processing Unit. While private records being appraised for income tax purposes early in 2005 were given high priority, records processing assignments were divided equally between records acquired from public and private sources.

Some of the more significant records processed and made available for research purposes in 2004/2005 included:

- Lorne Calvert fonds, 1984-2003. Records created, accumulated and used by Lorne Calvert in his political career as: Associate Minister of Health; Minister Responsible for SaskEnergy; Minister Responsible for SaskPower; Minister of Health; Minister of Social Services; Minister Responsible for the Public Service Commission; Minister Responsible for Wakamow Valley Authority. It also includes records created by Lorne Calvert in his role as MLA for Moose Jaw Wakamow and Saskatchewan New Democratic Party member. Public and political records are contained in the fonds.

- Robert Glen Doucette fonds, 1868-2002. Records relating to Robert Doucette's personal life and to his active involvement in the Métis community in Saskatchewan and Canada.

- Bohdan Kazymyra fonds, 1896-2003. Records created, accumulated and used by Bohdan Kazymyra in his capacity as a researcher and writer of Ukrainian immigration to the Canadian prairies and the history of the Ukrainian Catholic Church in Canada.

- E.K. Turner fonds, 1947-2004, predominant 1972-2003. Records created, accumulated and used by E.K. Turner in his various positions within the Saskatchewan Wheat Pool and Prairie Pools Inc.; as Chancellor of the University of Saskatchewan; as a member of a number of advisory committees to the Government of Canada on international trade; as a director of various agricultural and biotechnology enterprises; and as a fundraiser and volunteer with a wide variety of local, provincial and national organizations relating to health, education, sports and agriculture.

- Legislative Assembly of Saskatchewan, predominant 1965 – 1991. Records relating to the 15th, 17th, 18th, 19th , 20th and 21st Legislatures.

- Legislative Assembly of Saskatchewan, 1944 – 1991, predominant 1961 – 1990. Records relating to Sessional Openings of the Legislative Assembly.

As well as processing records and preparing finding aids for internal use, the Saskatchewan Archives has been bringing some of its finding aids up on-line so that a much wider audience will be able to make use of its holdings. Two of these initiatives are described below.

Saskatchewan Homestead Index Project (SHIP)

In 2003, Saskatchewan Archives entered into a partnership with the Saskatchewan Genealogical Society (SGS) to create an online digital index to the pre-1930 homestead files in the Archives collection. The Society agreed to lead the project and has succeeded in obtaining in-kind and financial support from several agencies, including Saskatchewan Heritage Foundation, Saskatchewan Institute of Applied Arts and Sciences, Information Services Corporation (ISC), the Métis National Council and Pioneer Grain. Both SGS and Archives staff and volunteers have made tremendous progress – by March 31, 2005, nearly all 360,000 index entries had been entered on the database, with proofreaders working hard to catch up. ISC and its partners Electronic Data Systems (EDS) and Information Systems Management (ISM) were also well on the way to creating the web page through which the public can freely access the index online. The Society will also market the index in CD format. The official launch is projected for October 2005.

SAIN/SAFA Working Group (SSWG)

Several archivists in the Historical Records Branch continued revising the approximately 200 fonds-level entries that had been posted by Saskatchewan Archives on the Saskatchewan Archival Information Network (SAIN) and Archives Canada websites over the previous two

years. In addition, they prepared Saskatchewan Archives Finding Aid (SAFA) descriptions for those entries, since that had not been done previously. One archivist was assigned to the project on a full-time basis for a six-week period, April-June, while others allocated pockets of time from their regular duties to do the review. In late summer, as the *Archival Description Manual* became the primary focus, work on revisions slowed down. Work on this initiative proceeds as time permits.

Descriptive Standards

The implementation of institutional descriptive standards was led by the Descriptive Standards Officer, Paula Rein until the end of September 2004. She worked almost exclusively on drafting a new *Archival Description Manual*. In order to expedite completion, Chief Archivists, Nadine Charabin and Linda Putz were seconded to the project. The final draft of the manual was completed, reviewed and approved by the Descriptive Standards Committee in October. In November, Executive Management approved its use by staff.

Adoption of the Saskatchewan Archives' *Archival Description Manual* is a major step forward in standardizing the description of archival materials and their creators by adapting and augmenting the nationally-accepted *Rules for Archival Description* (RAD) within the Archives. The manual allows staff to provide consistent, top level information about Archives holdings at the fonds and series levels to both in-house researchers and to clientele at a distance who wish to access finding aids on the Internet. It also presents a new approach to describing government records and their responsible agencies based on the model used in the National Archives of Australia, the Archives of Ontario and the Archives of Manitoba.

The Descriptive Standards Committee met four times during the past fiscal year. While the primary focus was on the *Archival Description Manual*, consideration was also given to the following issues:

- Review of guidelines to amend live Saskatchewan Archives entries on the Saskatchewan Archival Information Network;
- Logistical difficulties posed by the absence of well-developed procedures for finding aid review and approval; and
- Detailed examination of specifications for an archival management software.

Public Service and Outreach

The Saskatchewan Archives and its staff provide a variety of public and outreach services to its research clientele, the broader provincial archival and records management community and the public at large. These services are primarily provided through public reference service facilities in the Archives' Regina and Saskatoon offices and the provision of mail, telephone and e-mail services to distant users and website services. Staff, additionally, participate in external education and training activities and serve as volunteers in a number of professional organizations.

Reference Services

The Saskatchewan Archives collection continues to fulfill a wide variety of important public purposes by preserving and making available a broad range of official and private archival documents and information relating to the governmental, corporate, institutional, legal and societal evolution of the province and its people. These holdings encompass various categories of archival materials which require a range of sophisticated professional archival staff expertise to make them available to researchers in a helpful, timely and responsible fashion. These skills include the proper handling and treatment of fragile materials, the determination of privacy and access issues with regard to restricted materials, the assessment of copyright issues and the exercise of a host of other public service attributes requiring the continuing application of judgment, tact and knowledge. Dedicated and capable archival staff are essential to meeting the widely varying research needs of a diverse clientele. Some of the more salient examples of these archival users are:

- Family and local historians
- University scholars
- Publishers and broadcasters
- Environmental researchers
- Individuals seeking proof of age and other information for legal or personal purposes
- Researchers and lawyers seeking access to departmental or other official records
- Architects and engineers seeking building and site information
- Treaty entitlement researchers

Patron Use of Reference Services

	Regina		Saskatoon		TOTAL	
	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05
Personal visits	3,063	3,078	1,213	1,357	4,276	4,435*
Written enquiries (mail, e-mail and fax)	1,303	1,452	628	613	1,931	2,065
Telephone enquiries	1,587	2,035	604	659	2,191	2,694
Interlibrary loans of microfilm	72	83	24	24	96	107
Tours/presentations (# of participants)	219	247	102	97	321	344
Total visits/contacts	6,244	6,895	2,571	2,750	8,815	9,645**
Documents retrieved for research (number of containers/items)	27,580	38,346	8,677	10,027	36,257	48,373
Items reproduced for research	30,023	36,984	19,631	21,757	49,654	58,741

* General public, 74%; University, 22%; Saskatchewan Government, 4%.
** Saskatchewan residents, 74%; non-Saskatchewan residents, 26%.

The Saskatchewan Archieves Website (*www.saskarchives.com*)

Time Period	Total Hits		Pages Viewed		Total Visits	
	2003/04	2004/05	2003/04	2004/05	2003/04	2004/05
April-June	517,203	516,092	59,966	51,991	18,531	11,535
July-September	452,348	587,036	55,619	71,900	11,751	17,545
October-December	659,344	673,577	71,809	75,018	16,805	19,314
January-March	655,759	1,115,114	57,896	97,546	12,951	23,388
TOTALS	2,384,654	2,891,849	245,790	296,455	60,038	71,782

The busiest day in the reporting period was Tuesday, March 22, 2005, when there were 1725 pages viewed in 262 sessions. The busiest days of the week on average were Mondays, Tuesdays and Wednesdays, with the busiest times being between noon and 3:00 p.m.

Quarterly website statistics reports indicate, unsurprisingly, that 46.62 per cent of website users were from Canada, with Saskatchewan accounting for 22 per cent of that traffic. Users in the provinces of Ontario (6.51 %), Alberta (6.32 %), British Columbia (4.32 %), and Manitoba (4.04 %) accounted for a further 21.19 per cent of the identified Canadian traffic. A further 16.21 per cent of the overall site usage originated in the United States. The five most common states of origin of identified site users were California, New Jersey, Texas, Connecticut and New York. Another few percentage of the sites identified users were located in England, China, Australia, Switzerland, France, Lebanon, Germany, Korea and Japan. These statistics demonstrate that the website was a very useful tool for promoting the institution and its holdings to a wide researcher public.

Community Outreach

The Saskatchewan Archives reaches out to the broader community through a range of program initiatives and staff involvement in a variety of external activities.

Saskatchewan's centennial year spawned several special research projects that brought a greatly increased demand on reference staff, particularly in the latter half of this fiscal year. Many of these were initiated by outside agencies, such as the Canadian Plains Research Center's *Encyclopedia of Saskatchewan* project. At the same time, Archives reference staff also initiated or participated in a number of other centennial projects:

"Archives in Your Attic" Open House, Regina, February 26, 2005: This is the second time the Archives has hosted its popular open house, which provided tours of Archives facilities and an opportunity for the general public to bring in documentary items for an intellectual and monetary appraisal by archivists and an accredited dealer as well as tips from a professional conservator about basic steps to be taken in properly housing and storing such documents at home. The Reference Unit was assisted by staff members from other program areas in the Archives to make the event a big success. As an example, the Private Records, Maps and Architectural Drawings Section prepared a map showing that the Archives has records from most communities in the province, but there are still some gaps that it would be nice to fill.

Fig. 15. Archives' staff appraising client photo at Open House

Fig. 16. Archives' staff examining client records at Open House

Fig. 17. Display at "Archives in Your Attic" Open House

Saskatchewan 1905 Virtual Exhibit: Designed specifically as a resource for high school teachers and students, this exhibit provides a virtual tour of Saskatchewan in its provincial inauguration year, featuring many photographs and documents, and narrated by fictional citizens to explain the political and social affairs of the day. Outside funding was received from Library and Archives Canada's Canadian Memory Fund (CMF). This web page will be launched in June 2005.

"Prairie Populism" Virtual Exhibit: The Saskatchewan Archives participated in a joint project with the archives councils in the prairie provinces to create another CMF funded virtual exhibit on the phenomenon of prairie populism. The Archives' contribution involved digitizing the complete transcripts of evidence and exhibits from the Regina Riot Inquiry Commission, amounting to more than 10,000 images. This product will be posted on the internet by the end of June 2005.

Saskatchewan Centennial 2005 Phone Card Collection: The Saskatchewan Archives entered into a joint venture with the Hotels Association of Saskatchewan, OPCOM Hospitality Solutions Inc. and the Centennial 2005 Committee in creating a heritage photo phone card collection commemorating Saskatchewan's Centennial. The Archives selected ten images for the phone cards while the Hotels Association and OPCOM are producing and distributing the cards across the province. The Saskatchewan Homestead Index Project will receive a percentage of the total sales of the cards.

Several other smaller exhibits and staff presentations were mounted for special events and conferences. Among these was a display of the Victoria Cross and oil portrait of Lt. Robert Grierson Combe, as well as Great War prints, photographs and text blocks describing Combe and his achievement. The exhibit ran from November 3, 2004 to December 3, 2004.

Fig. 18. Victoria Cross Display

Access, Privacy and Legislative Compliance

Access to Information

While the Saskatchewan Archives is legislated to preserve and make available to the public the historical record of Saskatchewan, it must balance the public's right to access against an individual's right to privacy. Obligations to protect the privacy of individuals are set out in provincial legislation and government policy. These requirements apply to both the administrative and operational records of the organization as well as records that make up the permanent collection.

During 2004/2005, the Saskatchewan Archives received 11 formal access requests under Archives access procedures. Every access request requires a careful assessment of the records. Some are time consuming because the researcher is requesting access to a large volume of records which take time to review. The review must be done on a file by file basis. Each request is unique because the context of each request is different. In some cases personal information can be found in files that on initial examination would not be suspected of containing that type of information. For that reason examination of records require a good working knowledge of government record-keeping practices in the time period of the records in question.

Decisions about access are based on requirements set out in *The Freedom of Information and Protection of Privacy Act* (FOIPP) and *The Health Information Protection Act* (HIPA). With the proclamation of HIPA more stringent rules apply for personal health information than under FOIPP. In addition, there are no provisions in HIPA that envision the special circumstances that the Archives faces with respect to personal health information held in our permanent collection. Consequently, we await the HIPA regulations with the anticipation that the Archives special program needs will be met while still protecting the personal health information of the people of Saskatchewan.

Researchers who request access to records in the Archives' permanent collection can be divided into four broad categories: family history, academic, legal, and general research. Family history researchers are looking for information about specific family members. Academic researchers include students working on graduate theses and university professors working on research projects for books or articles. Their topics vary and they typically request large volumes of records. Legal researchers request information relating to matters before the courts. The cases may include estate matters or litigation regarding child abuse against the provincial or federal government and often involve complex legal issues. General research includes local history projects, background research for fiction writers, and history books and articles by non-academic writers. Each type of request brings with it different legal requirements and different requirements for staff time.

The staff member, Janet Harvey, assigned to work in the area of privacy and access provides advice to other staff members on issues of access and privacy. This includes advice to reference staff relating to researcher access to the permanent collection and records management staff advising government personnel about access to records once they are transferred to the Archives.

Privacy

In 2004/2005 there were further consultations between Saskatchewan Archives and the Policy and Planning Branch, Saskatchewan Health, with regard to regulations under *The Health Information Protection Act*, which was proclaimed on September 1, 2003. As a trustee under that Act all those records in the Saskatchewan Archives' permanent collection containing health information about identifiable individuals is governed by the Act, whether or not that information had been widely available to the public before the Act was proclaimed. The general rule under HIPA provides that personal health information cannot be released to the public unless the person to whom it applies has been dead for more than 30 years. For its part the Saskatchewan Archives asked that HIPA regulations would recognize the Archives' unique role and provide for similar exemptions as can be found in *The Freedom of Information and Protection of Privacy Act*. Draft regulations were distributed by Saskatchewan Health in August 2004 and appear to address the main issues raised by Saskatchewan Archives with regard to administration of personal health information in the Archives collection. As of the end of the fiscal year, the regulations had not yet been approved.

The Saskatchewan Archives is committed to the protecting the privacy of individuals. It is anticipated that a solution that balances the requirements of Archives programs and stakeholders against the public's right to privacy can be reached through the regulations under HIPA.

Information Technology

Warren Weber was appointed to the Information Technology Analyst position in January 2005. In the interim, Technology Management Corporation (TMC) ably provided basic network administration and help desk support. The IT Analyst carries out a range of duties including configuring, deploying and upgrading workstations, managing IT inventory, trouble-shooting hardware and software problems, providing basic training in software applications and advising staff on database design and other technical issues.

During the course of the fiscal year, Documentum records management software for e-mail records was upgraded and expanded to enable the Archives to gain control of official records, protect record integrity, enforce access control and security and track usage and disposition requirements.

Saskatchewan History

Led by a dedicated Advisory Board and Editor, this well-respected journal continued to generate a careful blend of original scholarly and popular articles, heritage news, book reviews and audio-visual productions relating to the history of the province.

Some of the more notable articles published during the past year included:

- "The Social and Political Philosophy of Woodrow S. Lloyd" by Brett Quiring (Spring 2004).
- "A National Organisation in a Prairie City: The Regina Voice of Women, 1961-1963" by Maryanne Gotcher (Spring 2004).
- "'The House in Buffalo Country': Hudson House on the North Saskatchewan River, 1778-1787" by Larry Green (Spring 2004).
- "Walter Murray and the State University: The Response of the University of Saskatchewan to the Great Depression, 1930-1937" by Roger Petry (Fall 2004).
- "Linking the Past with the Future: Voice of Women in Regina" by Roberta Lexier (Fall 2004).
- "Ruth Dulmage Shewchuk: A Saskatchewan Red Cross-Outpost Nurse" by Merle Massie (Fall 2004).

Saskatchewan History Centennial Timeline

Partnering with the Saskatchewan Western Development Museum, the Saskatchewan Archives published the Saskatchewan History Centennial Timeline, 1905–2005. The publication was written by Ruth Bitner and Leslee Newman of the Museum, assisted by Brenda Mundell and Christa Nicholat and introduced by Dr. William Brennan.

An electronic version of the Timeline will be posted on the Saskatoon Public Schools Online Learning Centre's website "Celebrating Saskatchewan's Heritage" later in 2005. Financial and in-kind support for this major Centennial initiative was obtained from the Saskatchewan Heritage Foundation, Saskatoon Public Schools, SaskEnergy Inc. and several donations from private individuals.

Saskatchewan History Advisory Board

To produce quality publications such as these requires considerable dedication and effort. The following members of the Saskatchewan History Advisory Board oversee the journal's direction and operation:

- Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair);
- Prof. William Brennan, Department of History, University of Regina;
- Prof. Keith Carlson, Department of History, University of Saskatchewan;
- Prof. Howard Leeson, Department of Political Science, University of Regina;
- Ms. Ruth Millar, writer and retired librarian, Saskatoon;
- Mrs. Patricia Wagner, representing Saskatchewan History and Folklore Society;
- Mr. Bruce Dawson, Editor;
- Mr. D'Arcy Hande, General Manager;
- Ms. Nadine Charabin, Administrative Officer.

Saskatchewan History Sales and Circulation

	As of March 2004	As of March 2005
Paid subscriptions		
• General	238	258
• Libraries	138	143
• Schools	15	13
• Gifts	24	32
TOTAL PAID	415	446
Exchange & complimentary	105	105
Distributed to staff, authors, reviewers, the editor, and (on consignment) to bookstores	101	87
TOTAL CIRCULATION	621	638

Report of Management

The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains an appropriate system of internal control, including policies and procedures, which provide reasonable assurances that the Saskatchewan Archives' assets are safeguarded and that financial records are relevant and reliable.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor Saskatchewan conducts an independent audit of the financial statements. Their examination is conducted in accordance with Canadian generally accepted auditing standards and includes tests and other procedures which allow them to report on the fairness of the financial statements. The Auditor's Report outlines the scope of their audit and their opinion.

On behalf of management,

Don Herperger

Don Herperger
Director, Government Records Branch
(Responsible for financial administration)

SASKATCHEWAN ARCHIVES BOARD

Financial Statements

For the year ended March 31, 2005

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V2

SASKATCHEWAN

Phone: (306) 787-6398
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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2005 and the statements of operations and accumulated surplus, change in net financial assets, and the cash flow for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2005 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
June 22, 2005

Fred Wendel, CMA, CA
Provincial Auditor

Statement 1

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	2005	2004
Financial assets:		
Due from the University of Saskatchewan (note 3)	$ 223,681	$ 109,348
Due from General Revenue Fund	203,109	184,605
Investments (note 5)	71,015	71,768
Accounts receivable	2,111	1,556
	499,916	367,277
Liabilities:		
Accounts payable	42,981	30,235
Accrued vacation pay	53,292	62,972
Accrued salary and benefits	132,720	193,647
	228,993	286,854
Net financial assets (Statement 3)	270,923	80,423
Non-financial assets		
Tangible capital assets (note 6)	241,062	161,097
Prepaid expenses	7,873	11,600
	248,935	172,697
Accumulated surplus (Statement 2)	$ 519,858	$ 253,120

(See accompanying notes to the financial statements)

Statement 2

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the year Ended March 31

	Budget 2005 (Note 10)	Actual 2005	Actual 2004
Revenue:			
Grants - General Revenue Fund	$ 3,367,000	$ 3,366,999	$ 3,096,000
Other	-	27,996	8,310
	3,367,000	3,394,995	3,104,310
Photocopy sales	44,000	56,795	48,768
Magazine sales	8,000	9,780	8,208
Investment income	3,300	5,313	10,752
Miscellaneous	2,000	10,947	2,000
	3,424,300	3,477,830	3,174,038
Expenses:			
Salaries and benefits	2,449,724	2,236,565	2,284,868
Administrative services	947,300	833,112	835,567
Printing and postage	16,000	33,083	29,902
Amortization of tangible capital assets	-	70,184	60,016
Materials & supplies	24,200	38,148	33,630
	3,437,224	3,211,092	3,243,983
Surplus (deficit) for the year	(12,924)	266,738	(69,945)
Accumulated surplus - beginning of year		253,120	323,065
Accumulated surplus, end of year - to Statement 1		$ 519,858	$ 253,120

(See accompanying notes to the financial statements)

Statement 3

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended March 31

	2005	2004
Surplus (deficit) for the year	$ 266,738	$ (69,945)
Acquisition of tangible capital assets	(150,149)	(25,809)
Amortization of tangible capital assets	70,184	60,016
	186,773	(35,738)
Use/(acquisition) of prepaid expense	3,727	(4,066)
Increase (decrease) in net financial assets	190,500	(39,804)
Net financial assets, beginning of year	80,423	120,227
Net financial assets, end of year	$ 270,923	$ 80,423

(See accompanying notes to the financial statements)

Statement 4

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOW
For the Year Ended March 31

	2005	2004
Operating transactions		
Surplus (deficit) for the year	$ 266,738	$ (69,945)
Items not affecting cash:		
Amortization of tangible capital assets	70,184	60,016
Change in non-cash balances relating to operations:		
Accounts receivable	(555)	1,965
Grants receivable - General Revenue Fund	-	25,000
Prepaid expenses	3,727	(4,066)
Accounts payable	12,746	(76,496)
Accrued vacation pay	(9,680)	(671)
Accrued salary and benefits payable	(60,927)	48,386
	282,233	(15,811)
Capital transactions		
Acquisition of tangible capital assets	(150,149)	(25,809)
Investing transactions		
Purchase of investments (net)	753	(7,476)
Net increase (decrease) in cash	132,837	(49,096)
Cash, beginning of year	293,953	343,049
Cash, end of year	$ 426,790	$ 293,953
Cash includes the following:		
Due from the University of Saskatchewan	$ 223,681	$ 109,348
Due from General Revenue Fund	203,109	184,605
	$ 426,790	$ 293,953

(See accompanying notes to the financial statements)

SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2005

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using Canadian generally accepted accounting principles. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations and accumulated surplus as investment income.

c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. Due from University of Saskatchewan

The University administers cash on behalf of the Board. The Saskatchewan Archives Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

5. Evelyn Eager Estate

In July 1992, the Saskatchewan Archives Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets

	2005			2004
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office Furniture and Equipment	$571,793	$403,351	$168,442	$149,954
Computer Hardware and Software	451,006	378,386	72,620	11,143
	$1,022,799	$781,737	$241,062	$161,097

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Certain administrative services are provided at no charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services is $659,330 (2004 - $723,028) paid to related parties.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $126,444 (2004 - $123,340).

9. Financial Instruments

The Board's financial instruments include due from the University of Saskatchewan, due from General Revenue Fund, investments, accounts receivable, accounts payable, accrued vacation pay and accrued salary and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

11. Comparative Figures

Certain comparative figures have been reclassified to conform with the current year's presentation.

Additional Supplementary Information

2004/2005

Supplier Payments

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	$577,677
Saskatchewan Telephone	$ 81,653
Technology Management Corporation	$105,141
Nex Innovations Inc	$ 21,123
Yvan Lebel	$ 25,040
Docucom Limited Partnership	$ 42,181
Central Business Equipment Systems	$ 29,440
Payees under $20,000	$159,366*

* Does not include $12,800 shown in Personal Services.

2004/2005

Personal Services

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total $2,500 or more.

Powell, Trevor J.D.	$ 99,912
Hande, D'Arcy K.	$ 86,244
Herperger, Don	$ 92,200
Prairie Historical Insight	$ 6,000
Saskatchewan Genealogical Society	$ 6,800
Unionized employees	$ 1,577,525